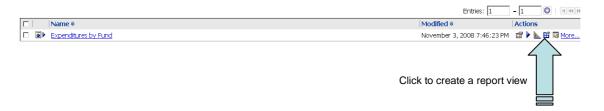
Using Report Views to Enhance Scheduling Capabilities

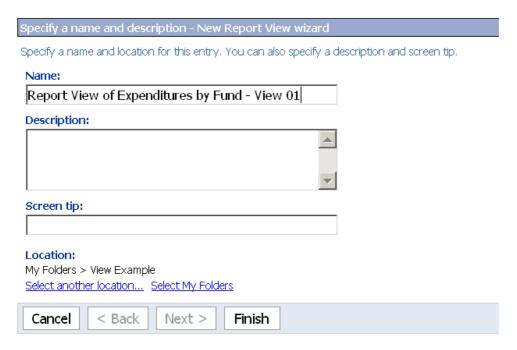
When setting up a run schedule for an IBIS report you can only choose one set of prompt values. However, you may want to run the report multiple times using a different set of prompt values for each run. One solution to this problem is to make a copy of the report with a different name and then this report can be scheduled with the different prompt values you desire. You can repeat this process until you have several reports running each with their own set of prompt values. The problem with this is if you decide you want to change the report you are then forced to make the same changes to all of the copies of the report. A solution to this is to use the report view functionality that is provided with the Cognos software. Using this method, you set up a master version of the report and then instead of making copies of the report you make one or more views of it. These views can then be scheduled to run with whatever prompt values you wish but the advantage of using them over a copy is that when a change is made to the master report the views are automatically updated. Thus the change only needs to be made in one place.

Follow the steps below to set up a report view.

- 1. Create master report.
- 2. Once the master report is created exit the report and go to the folder where the report has been saved. Click the icon which says "Create a report view of this report".



3. Name the view and choose the location where you would like it to be saved. It can be kept in the same folder as the master or saved to a different folder. Then click Finish.



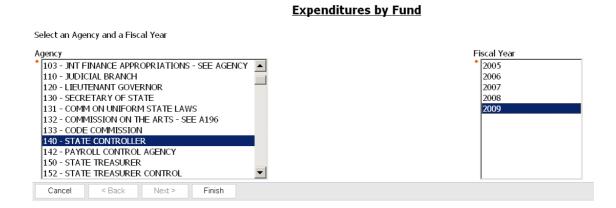
- 4. Repeat steps 2 and 3 to create as many views as you will need. Remember each view can be scheduled with a single set of prompt values.
- 5. Click on the Schedule icon for Report View 01.



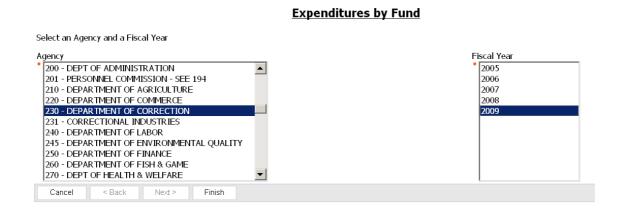
- 6. Set the day(s) and the time you would like the Report View 01 to run. You can also choose to override the default values for Format and Delivery if you would like to render the report in Excel or PDF and/or you would like to e-mail the report.
- 7. Next, check the box in front of Override the default values in the Prompt Values section of the screen.
- 8. This will bring up a "Set" link. Click that link to pull up the prompt page for the report.



The prompt values for this report happen to be Agency and Fiscal Year. Specify the values you wish for this view and click Finish.



Repeat steps 5 through 8 for the next view of the report. A different set of prompt values can be chosen for this view.



9. If you would like to e-mail the report, check the box in front of Override the default values in the Options section of the screen.

Schedule - Report View of Expenditu	ures by Fund - View 01	
Schedule this entry to run at a recurring	date and time. You can run using the default	values or specify the options. You can disable the scheduk
☐ Disable the schedule	Priority: 3	Start: Dec 16, 2008 2 : 51 PM
□ Friday □ Saturday □ S	th By Year By Trigger Vednesday □ Thursday unday	End: No end date End by: Dec 16, 2008 2 : 51 PM
Options To set E-Ma Over Je the default values Formats: Default Languages: Default Delivery: Save the report	i options	
Prompt values ✓ Override the default values AGENCY CODE: '150 - STATE TREA Edit Clear	SURER', FISC <u>View all</u>	

10. In the delivery section of the screen put a check in front of Send a link to the report by e-mail. The click Edit the options.

Delivery:		
Select at least one delivery method. For burst reports, the email recipients are dete		
burst specification.		
☐ Save the report		
☐ Save to the file system <u>Edit the options</u>		
Name: Use the report name. Location: Default. Replace existing files		
☐ Print the report		
Printer location:		
Select a printer		
☑ Send a link to the report by email <u>Edit the options</u>		
GREGORY SCHENK-140		

11. Enter the e-mail options separated by semi-colons and make sure to check the box in front of Attach the report at the bottom.

